

DD/A 75-1045

4 MAR 1975

MEMORANDUM FOR: Director of Central Intelligence

Sir:

1. Ed Proctor was thoughtful enough to mention to me that the matter of a requested increase of three supergrade positions for OER came up at a meeting you had with the NIO's on Monday, 3 March.

2. We have this request in our possession, and for very constructive reasons have not as yet forwarded it to your attention. The basic reason is that we chose not to forward it until we can recommend to you how it can be accomplished without going through an agonizing reappraisal of the total supergrade ceiling allocation throughout the Agency. The pertinent facts are as follows.

3. As you recall, you authorized a one-time "out-of-cycle" supergrade promotion exercise so that we could considerably reduce the 17 percent gap between supergrade authorization and people on duty. The results of that exercise were due in the Office of Personnel on 28 February, but a few submissions have been late in arriving. We are now trying to determine what options we have to accommodate the DDI request without undertaking a major study which could involve some considerable disruption. It appears that practically all Directorates are promoting to the maximum ceiling authorization and little, if any, supergrade headroom will be left. I have discussed with the Director of Personnel, however, the possibility of using a small SPS surplus that exists on a trade-off basis for three encumbered supergrade positions and, thereby, put you in a position to accommodate the DDI request without doing appreciable violence to any Directorate or individual.

4. We hope to have on your desk early next week all the senior promotion recommendations, a possible relatively painless way of accommodating the DDI request, and several other matters concerning the supergrade situation of which you should be aware.

John F. Blake  
Deputy Director  
for  
Administration

cc: DDI  
D/Pers

DD/A:JFBlake:kmg (4 Mar 75)

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